

EXHIBIT B

MEMORANDUM

TO: ALL LIEUTENANTS AND SERGEANTS
FROM: CHIEF J. BURTON
REF: EVALUATIONS
DATE: 25 JUNE 2004

Attached find resumes submitted by eleven officers who have applied for consideration to the appointment of detective. All lieutenants and sergeants will review these resumes and;

1. Rate the candidates on the attached personnel performance evaluation guide.
2. Rank in the candidate with an overall rating.
3. Your candid opinion of the candidates you are evaluating.
4. All candidates will be evaluated.

All lieutenants and sergeants will forward the evaluation form to me by July 6th. Resumes can then be shredded, and as with all other evaluations they will be held confidential.

This is a performance evaluation form in reference to police officers that have applied for an appointment in the detective division. This form will be completed by all supervisors and returned to the Chief's office by July 6th.

Your evaluation will be the first phase of screening applicants for an appointment of a police officer into the detective division. When performing this personnel evaluation of the candidates, the rater is asked to place a numeric value on the officers overall performance in numerous categories. In an effort to make these numbers have a more tangible value the following thoughts should be used when deciding on and assigning this number.

Numeric Rating System Guidelines:

- 5 – Extremely Competent – consistently exceeds job requirements
- 4 – Highly Competent – self motivated and consistently fulfills job requirements
- 3 – Competent – fulfills job requirements
- 2 – Low – supervisory counseling/training required
- 1 – Very Low – supervisory counseling/training essential

In addition to assigning this number, the rater should provide a short statement or narrative that supports their decision and the number assigned. Often the supervisor's narrative portion of any evaluation reflects more about the officer's performance than a number evaluation system no matter how complete. Comments may range from an endorsement of an officer to the other end of the spectrum, negative feelings. Your honest, candid opinion is required for proper evaluations.

Overall rating is where you believe this candidate rates among the other candidates you are evaluating.

These evaluations will be held strictly confidential and destroyed upon completion of their assessment.

Performance Areas

Rating

1. Community Interaction _____
2. Victim/Prisoner Interaction _____
3. Processing Arrests _____
4. Report Writing _____
5. Handling Assignment(s) _____
6. Supervisory Skills _____
7. Comprehension Police Procedures _____
8. Knowledge Laws & Ordinances _____

Behavioral dimensions

Rating

1. Police Ethics/ Integrity _____
2. Comprehension Skills _____
3. Communication Skills _____
4. Reasoning Ability _____
5. General Attitude _____
6. Problem Recognition _____
7. Visualization _____
8. Memorization _____
9. Judgment _____
10. Innovativeness _____
11. Adaptability _____
12. Leadership Skills _____
13. Drive/Initiative _____
14. Interpersonal Skills _____
15. Appearance/Professional Image _____
16. Physical Fitness _____
17. Attendance _____

Overall Rating: _____

Evaluator's Comments that include recommendation:

Use back of form is needed.

Evaluator' signature: _____

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